

**Corporation or Partnership
Registration as Legal Document Assistant
County San Luis Obispo**

☐ **Primary Registration**

☐ **Secondary Registration-List County of Primary Registration:** _____

Registration Number: _____) This space reserved for County Clerk
If a renewal, a new # must) use.
be assigned if there is any)
Lapse in the period of registration)
)
Expiration Date: _____)
Two years from date of filing)
)
Filing Fees)
Filing registration:	\$175.00)
Filing bond:	\$ 7.00)
Total fee payable to County Clerk	\$182.00)
)
Each additional ID card	\$ 10.00)
Payable to County Clerk-Recorder)
)
Additional fee payable by separate check)
to County Recorder)
Record the bond - 1 st page of bond	\$ 7.00)
Each additional page of bond	\$ 3.00)

Completely fill in all business and personal information requested in Part A. Check each applicable box in Parts B-F and provide information as requested for each box that is checked. Attach legible copies of all documents requested for each box that is checked (attach certified copies and originals as specified). The completed application must be signed under penalty of perjury by a senior executive officer or a general partner.

A. Business and Personal Information

Name of Corporation or Partnership: _____

Business Name: _____

Business Address: _____

Telephone Number: _____

Name and date of birth of each Corporate Officer or General Partner.

(1) Name _____	Date of Birth: _____
(2) Name _____	Date of Birth: _____
(3) Name _____	Date of Birth: _____
(4) Name _____	Date of Birth: _____
(5) Name _____	Date of Birth: _____

B. Education and Experience (Note: This information must be proved for at least one corporate officer or general partner.)

Name of corporate officer or general partner for whom education and experience information is provided: _____

1. Paralegal Program/ABA School

- ☐ a. The above-named officer or partner has earned a certificate of completion from a paralegal program that is accredited by the American Bar Association (attach copy of certificate of completion)

2. Paralegal Program/Non-ABA School

- ☐ a. The above-named officer or partner has earned a certificate of completion from a paralegal program that is institutionally accredited but that is not approved by the American Bar Association (attach copy of certificate of completion).

AND

- ☐ b. The above-named officer or partner has successfully completed a minimum of 24 semester units (or the equivalent) in legal specialization courses (attach copy of transcript). Number of semester units (or the equivalent)

College or University

- ☐ a. The above-named officer or partner has a bachelor's degree in _____ (attach copy of diploma) (list field)

AND

- b. The above-named officer or partner has completed at least one year of law-related experience working under the supervision of a licensed attorney (attach original statement on the attorney's letterhead signed by the attorney describing the scope and dates of your experience).

OR

- ☐ The above-named officer or partner completed at least one year of experience providing self-help service as defined by Business and Professions Code § 6400 (d) before January 1, 1999 (attach original statement describing the scope and dates of your experience).

4. High School or General Equivalency Diploma

- ☐ a. The above-named officer or partner has a high school diploma (attach copy of diploma).

OR

- ☐ The above-named officer or partner has a general equivalency diploma (attach copy of diploma).

AND

- b. The above-named officer has completed at least two years of law-related experience working under the supervision of a licensed attorney (attach original statement on the attorney's letterhead signed by the attorney describing the scope and dates of your experience).

OR

- ☐ The above-named officer completed at least two years of experience providing self-help services as defined by Business and Professions Code § 6400 (d) before January 1, 1999 (attach original statement describing the scope and dates of your experience).

C. Disbarment/Suspension (Note: This information must be proved for each corporate officer or general partner)

1. Is any officer or general partner presently disbarred or suspended from the

practice of law pursuant to Business and Professions Code 6100 § 6117

☐ **yes** ☐ **no**

Name of corporation officer(s) or general partner(s) for whom
disbarment/suspension information is provided: _____

Date of disbarment or suspension: _____

D. Civil Judgment (Note: This information must be provided for each corporate officer or general partner)

1. Has any officer or general partner been held liable in a final judgment or a stipulated judgment entered in a civil action that alleged fraud, use of an untrue or misleading representation, or use of an unfair, unlawful or deceptive business practice? ☐ **yes** ☐ **no**

(attach certified copy of each judgment)

Name of corporate officer(s) or general partner(s) for whom judgment
information is provided: _____

2. Has any officer or general partner had a civil judgment entered against him or her in an action arising out of negligent, reckless, or willful failure to properly perform the obligation of a legal document assistant ☐ **yes** ☐ **no**

(attach certified copy of each judgment)

Name of corporate officer(s) or general partner(s) for whom judgment
information is provided: _____

E. Criminal Conviction (Note: This information must be provided for each corporate officer or general partner. Conviction means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any conviction dismissed under Penal Code § 1203.4 must be included.)

1. Has any officer or general partner been convicted of a felony? ☐ **yes** ☐ **no**

(attach certified copies of each conviction and disposition)

Name of corporate officer(s) or general partner(s) for whom conviction
information is provided: _____

2. Has any officer or general partner been convicted of a misdemeanor unlawful practice of law or contempt of the authority of a court under business and Professions Code § 6126 or § 6127? ☐ **yes** ☐ **no**

(attach certified copies of each conviction and disposition)

Name of corporate officer(s) or general partner(s) for whom conviction
information is provided: _____

3. Has any officer or general partner been convicted of a misdemeanor violation of the provisions on legal document assistants and unlawful detainer assistant at Business and Professions Code § 6400-6416 ☐ **yes** ☐ **no**

(attach certified copies of each conviction and disposition)

Name of corporate officer(s) or general partner(s) for whom revocation
information is provided: _____

F. Revocation of Registration (Note: This information must be provided for each corporate officer or general partner)

1. Has any officer or general partner had a registration as a legal document assistant or an unlawful detainer assistant revoked by a county Clerk under Business and Professions Code § 6413? ☐ **yes** ☐ **no**

(attach certified copy of each revocation)

Name of corporate officer(s) or general partner(s) for whom revocation
information is provided: _____

I declare under penalty of perjury under the laws of the State of California that all information on this application and on all accompanying documents is true and correct.

Signature*: _____

Title: _____

Date: _____

Signature*: _____

Title: _____

Date: _____

***Corporate applicant:** Application must be signed by: The Chairman of the Board or the President; or by any Vice President AND the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer.

***Partnership applicant:** Applicant must be signed by at least one general partner.